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Assistant Director for Collection &
Dissemination

23 March 1950

Assistant Director for Operations

Coordination of Functions of FDD with Related Functions of OCD

1. In early February you indicated to me that certain procedures followed by FDD had been the cause of some annoyance to you. I admitted that, perhaps, I had not been explicit enough in my instructions to FDD, and suggested I re-draft the functions, send them to you for study prior to a meeting with you, Mr. Bagnall, and myself, at which we could reach an agreed solution.

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2. My comments, for your consideration, were sent to you on 16 February.

GEORGE G. CAREY

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Assistant Director for Collection and
Dissemination

Assistant Director for Operations

Coordination of functions of Foreign Documents Division with related
functions of the Office of Collection and Dissemination

- References:
- a. Memo from DCI to AD/CO, dated 2 Sep 48, subject "Functions of the Office of Operations"
 - b. Memo from AD/CO to Chief, FDD, dated 3 Sep 48, subject "Functions of the Foreign Documents Branch"
 - c. Memo from Acting Executive to AD's OPC, CO, OGD and Chief IAS, dated 3 Feb 49, subject "Translation Service"
 - d. Admin Inst 50-14, Translation Service
 - e. Admin Inst 50-17, Contacts with Non-Governmental Individuals within the United States
 - f. Admin Inst 50-5, Operational Liaison

1. According to references a and b and the most recent CIA organization charts, the Foreign Documents Division performs the following functions:

a. Exploits foreign language documents, including current foreign periodicals, books and the foreign press, for intelligence information.

b. Prepares abstracts, translations, summaries, and bibliographies of captured documents, foreign language books and periodicals and extracts of current foreign press. Provides foreign industrial data, biographical intelligence data, and other specialized intelligence information and translations from foreign language documents as requested.

c. Coordinates with CIA offices and other government agencies in the continuous exploitation of foreign language material in order to meet established requirements.

d. Makes continuous surveys to discover additional sources of foreign language material having a foreign intelligence potential.

e. Provides CIA with a central translation service for foreign language material of intelligence value.

2. In the implementation of these functions FDD carries on certain activities which border on the liaison and procurement activities of the Office of Collection and Dissemination. With respect to foreign language material, the FDD function of surveying available sources (Para 1 d above) almost overlaps the OGD function as performed for intelligence materials in general. In an effort to delineate the spheres of responsibility and to clarify the procedures to be followed by the division, the following methods and channels are proposed:

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a. In coordinating exploitation:

- (1) With CIA Offices; FDD will deal directly.
- (2) With other government agencies; FDD will conduct liaison directly, after OCD approval of the liaison (Reference f). Terms of formal or informal arrangements will be reported to OCD through OO.
- (3) With non-governmental offices; FDD will deal through the Contacts Division of the Office of Operations (Reference a). Arrangements will be recorded by OO.

b. In making continuous surveys:

- (1) With other government agencies; FDD will conduct survey directly with repository or individual concerned, after OCD approval of liaison (Reference f).
- (2) With non-governmental sources; FDD will deal directly through the Contacts Division, OO. (Reference e) Any resultant arrangements for purchase will be coordinated with OCD Library.

If, in the course of such surveys, FDD should discover English material of importance, it will notify OCD of that fact. It is understood that there will be reciprocal cooperation on the part of OCD Library in this matter.

c. In providing translation service:

- (1) For OSO and OPC; FDD will deal directly, in accordance with Reference g and paragraphs 6 and 7 of Reference d.
- (2) For ORE and OSI; FDD will receive requests directly, with information copies to OCD. Upon completion, FDD will furnish product directly to OCD. This procedure, although not indicated by Reference d, was approved verbally by OCD.
- (3) For Contacts Division and FBIB; FDD will deal directly.
- (4) For Industrial Register, Biographic Register, and Graphics Register; FDD will deal directly.

d. In receipt of foreign language documents for exploitation:

- (1) From State Department; FDD will receive foreign language documents directly by means of "CIA-Point Two" distribution. For these documents, FDD will maintain accountability files.
- (2) From Library of Congress; FDD will receive and return directly mass quantities of current foreign language documents. For specific documents FDD will follow established procedure through OCD.

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(3) From other government agencies; FDD will deal through OCD, except for such agencies as are specifically exempted by OCD.

(4) From non-governmental sources; FDD will deal through the Contacts Division, OO, or through OCD Library (for purchases).

(5) From OSO and OPC; FDD will deal directly.

(6) From ORS and OGI; FDD will deal directly.

If in any of the above there is material received that does not fall within the exploitation responsibility of FDD, such material will be forwarded to OCD Library.

e. If during liaison a source of procurement develops which requires funds, FDD will deal directly with the OCD Library.

f. In the procurement of material not specifically defined in d and e above, FDD will deal directly with OCD Library.

g. In the disposition of exploited material, FDD will forward such material to OCD with recommendations for disposition or retention.

3. These proposals should be regarded as a basis for further discussion between you, Mr. Bagnall and myself, at a meeting which may be scheduled at your convenience.

GEORGE G. CAREY

OO:JJB:LDD/bok 2/16/50

cc: Addressee - Orig. & 1

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